



HOME INVESTMENT PARTNERSHIPS ACT (HOME) PROGRAM APPLICATION FOR THE 2014 PROGRAM YEAR

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

Organization Name: _____
(Attach additional sheets if necessary)

Applications can be mailed to: Suzan Ehdaie, Department of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA., 93408 or hand delivered to Suzan Ehdaie at 1035 Palm Street, Room 370, San Luis Obispo, CA., faxed to (805) 781-5624, or e-mailed to sehdaie@co.slo.ca.us. **Applications will be accepted until close of business Tuesday, October 15, 2013. Hard copies of the original application must be PHYSICALLY received by 5:00 P.M. on October 15, 2013. POSTMARKED MAIL RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

NOTES: Please review the HOME regulations and contact the County HOME program staff before completing this proposal. HOME regulations, under 24 CFR Part 92, are available at www.sloplanning.org under "Federal HUD Grants." **Please note that the HOME regulations were revised in August 2013, and are in effect for programs and activities proposed in this application.**

The project/program proposal to the County of San Luis Obispo shall be examined in relation to the County's community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2010-2014 Consolidated Plan. This plan is available at www.sloplanning.org. The County of San Luis Obispo Department Housing and Economic Development team considers the criteria described in the 2013 Request for Proposals one of many tools to help make funding recommendations to the Board of Supervisors. The Housing team will use other information and sources including but are not limited to: the County Board of Supervisors, recommendations from the Homeless Services Oversight Council, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the 2010 Consolidated Plan and the Ten Year Plan to End Homelessness, results of the Needs Workshops, working knowledge of the project and/or organization by Planning, and availability of limited fund, to help with the funding recommendations.

HMIS Reporting for 2014 homeless services, housing and shelter - All homeless service providers applying for HOME funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development's Data Standards found in http://www.hudhre.info/documents/FinalHMISDataStandards_March2010.pdf.

Please call County or City CDBG staff for any questions about the application form, the process, and the rating criteria.

CONTACT INFORMATION

1. Name and mailing address of organization, with contact person, phone and fax numbers, and e-mail address:

Name:

Address (mailing and physical address requested if different):

Contact person/title

Phone:

Fax:

E-mail address:

Organization's DUNS number: _____

If you are awarded HOME funds you must obtain a Dun and Bradstreet (DUNS) number that will be reported to HUD. Please contact Suzan Ehdaie, (805) 781-4974, sehdaie@slo.co.ca.us for information on how to obtain a DUNS number prior to incurring and obligating the federal funds.

2. Type of organization - public agency, nonprofit, for-profit, etc.:

Is the organization a Faith Based Organization? Yes ☐ No ☐

PROJECT DESCRIPTION

3. Title/name/address of proposed project or activity:

4. Description of proposed project or activity and target population: (Include the number of HOME assisted units and whether these units will be "floating" or "fixed" units.)

5. How many of the units will be for:

Homeless: _____
At-risk: _____
Total: _____

Extremely Low-Income: _____
Very Low-Income: _____
Low-Income: _____
Other: _____
Total: _____

6. General category of HOME-eligible project:

- _____ Homeownership – property acquisition*
- _____ Homeownership - development of new housing units
- _____ Homeownership - acquisition of existing housing units*
- _____ Rental housing – property acquisition*
- _____ Rental housing - development of new rental housing (includes group homes)
- _____ Rental housing - acquisition of existing rental housing (includes group homes)*
- _____ Rehabilitation of housing - rental or ownership (includes conversions)**
- _____ Tenant-based rental assistance (TBRA)

* **Relocation:** Any project that involves the acquisition of property and/or rehabilitation and is funded in whole or in part with federal funds, even if the federal funds are not used for the acquisition itself, is subject to federal requirements connected to acquisition and relocation. A project cannot be broken into separate “projects” in order to avoid the federal requirements connected with property acquisition and relocation. Any questions concerning whether the relocation regulations apply to a specific property acquisition project should be directed to the County Housing and Economic Development staff before any action is taken on the project.

If HUD funded project will cause a household or a business to move, even temporarily, the relocation regulations will apply.

Along with application submit:

- Estimate of relocation cost (moving costs, subsidy amount for suitable replacement dwelling)
- Letter to owner of voluntary acquisition, plus proof of delivery to owner.
- General Information letter to tenants (both business and residential tenants), plus proof of delivery to all).
- List of tenants (both business and residential tenants) at the time of application submittal.
- Refer to SLO Col website for sample relocation letters.

**** Lead based paint:** If HUD funded project involves acquisition or rehabilitation of a residential units that was built in 1978 or earlier, then Lead-Based paint regulations will apply.

- Along with application submit an estimate of costs for LBP work, provided by certified LBP consultant. Or statement by LBP consultant explaining that project is exempt.
- Include any temporary housing costs.

7. Location of proposed project or activity: (Check one or more the following areas and include a project location map of the subject property, if applicable).

<input type="checkbox"/> City of Arroyo Grande	<input type="checkbox"/> City of Atascadero
<input type="checkbox"/> City of Morro Bay	<input type="checkbox"/> City of Paso Robles
<input type="checkbox"/> City of San Luis Obispo	<input type="checkbox"/> County-wide
<input type="checkbox"/> Unincorporated communities of	_____

8. Description of proposed project or activity, including schedule of milestones and description of how project will benefit the target population.

9. If serving homeless/at-risk persons, how does the project “further” the 10-Year Plan to End Homelessness objectives? (If not applicable, skip to next question).

BENEFICIARY DATA

10. Persons the proposed activity is targeted to serve:

- a. Total number of low-income **households** to benefit: (only low-income are eligible)
- b. How many **households** are very-low income:
- c. How many households are extremely-low income:
- d. Total number of low-income **persons** to benefit:
- e. How many **persons** are very low-income:
- f. How many of **persons** are extremely low-income:

11. Do you propose to set aside units for homeless households or persons who are at risk of becoming homeless? If “Yes”, then please elaborate.

FINANCIAL INFORMATION – SOURCES AND USES

12. What is the total amount of HOME funds requested? \$_____

13. Proposed HOME budget: (Review HOME regulations, then list major categories of proposed expenditures by eligible cost category - for example: “new constructions”, “rehabilitation”, “homebuyer assistance”, “Tenant Based Rental Assistance”. If requesting funds for TBRA assistance, please separate “rental assistance” from “deposit assistance” in the budget)

A construction budget should include all costs associated with the development of the project regardless of the funding sources. The budget line items may include, but should not be limited to: construction "hard" costs, soft costs (architectural, engineering, legal and appraisal fees), marketing costs, construction loan interest, developer fees, real estate taxes, insurance, all loan fees, building permits, relocation and consultant fees. Preliminary information may be submitted by the application deadline, but the County will require additional information at a later date.

14. Identify the source and amount of any non-federal funding committed to the project which qualify as local match under the HOME regulations:

- a. Commitment letters with all terms and conditions for all mortgages, grants, subordination agreements
- b. Bridge (interim) loans

15. Identify uses of funds: (Preliminary Estimates)

I certify that the information in this application is true and accurate to the best of my knowledge and ability.

Signature

Date

Printed or typed name

Title

Note to applicant:

Reporting of beneficiary data on a quarterly and year-end basis is required for HUD purposes.

Prior to HUD's release of grant conditions and/or funds for the HOME-funded project, a review of the project's potential impact on the environment must be conducted by the awarding jurisdictions and approved by the County of San Luis Obispo **prior to obligating or incurring project costs**. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements. Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the federal funds. Environmental review requirements pursuant to 24 CFR Part 58 must be fully satisfied for any project selected for funding prior to the HOME Program issuing a Notice to Proceed for the project. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 may be viewed at www.hud.gov/offices/cpd/environmental/lawsandregs/regs.

COUNTY OF SAN LUIS OBISPO HOME SUPPLEMENTAL BUDGET INFORMATION SHEET

BUDGET FORM A

For HOME applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects please provide the applicable project budget information.

Financial considerations are key in assessing a project's ability to be completed successfully and timely. Factors to be considered in this area include (a) availability and sufficiency of resources (including all non-HOME, federal, state, county or private funding sources, (b) the leveraging of resources, (c) fiscal support for the project for its continued viability and (d) the project budget's accuracy, reasonableness and completeness in determining the financial needs of the project.

Source of Funds. Provide for entire project and round to the nearest hundred dollars. Do NOT include operating costs as this is not an eligible HOME activity.

Description of Cost	Date Funds Available	Amount Requested	Approved - Secured	Total	% of Total Budge
HOME Funds: This Request					
Previous Award					
Previous Award					
HOME Funds: This request					
Previous Award					
Other Federal Funds Source:					
State Funds Source:					
Private Funds:					
Private Funds:					
Private Funds:					
In-Kind Contributions: Labor					
In-Kind Contributions					
Other:					
Other:					
Other:					
Totals					100%

Comment on your entity's strategy and plans on the leveraging and sufficiency of resources to implement the proposed project. If project is not leveraged with other funds, explain why HOME funds are being relied on solely to fund the proposed project.

COUNTY OF SAN LUIS OBISPO HOME SUPPLEMENTAL BUDGET INFORMATION SHEET

BUDGET FORM B

Project Budget

Budget Form – Acquisition, Construction and Rehabilitation Project Preliminary Budget & Project Funding Requirements

Agency name: _____

Project: _____

Preliminary Budget: List all funding necessary to complete the proposed project. You must provide a **DETAILED** budget line-item worksheet for all costs associated with the project. **NOTE: YOU MUST USE THIS FORMAT.** Additionally, you must provide a **DETAILED** budget narrative explaining how you arrived at each line item.

Activity	HOME Funds	Other Funds	Total Cost
ACQUISITION			
Purchase of Land			
Purchase of Units			
Other Expenses (List)			
HARD COSTS			
Site Work			
Demolition			
Construction			
Appliances			
Accessory Buildings			
General Requirements			
Contractor Overhead			
Contractor Profit			
Construction Contingency			
Other (List on separate sheet			
SOFT COSTS			
Architect Fee – Design			
Architect Fee – Supervision			
Legal Fees			
Engineering Fees			
Other Professional Fees (List)			
Appraisal			
Market Study			
Environmental Report			
Title & Recording Expenses			
Relocation Expenses			
Lead Based Paint Removal			

Consultants			
Other Soft Costs (List)			
INTERIM COSTS			
Construction Insurance			
Construction Interest			
Credit Enhancement			
Real Estate Taxes			
FINANCING COSTS			
Bond Premium			
Permanent Loan Origination			
Permanent Loan Credit Enhance			
Other Financing Costs (List)			
DEVELOPER'S FEE (Determined individually for each project)			
TOTAL DEVELOPMENT COST			

Budget must be specific and reflect the applicant's financial commitment, including items paid for by other sources. This includes in-kind contributions and volunteer labor. It should not include amounts of administration. Indicate the circumstances/consequences of partial funding is awarded for this project.

Authorization:

Authorized Signature for Project

Title

Date

Print name

COUNTY OF SAN LUIS OBISPO HOME SUPPLEMENTAL BUDGET INFORMATION SHEET

WORK PLAN & PERFORMANCE SCHEDULE

List all project milestones and their anticipated work period. There will be an opportunity to update the project timeline after grant notification and before executing a grant agreement. Any proposed changes, including extension and early completion, must be requested in writing and approved in advance by the jurisdiction receiving the funding application. Note: Applicant will assume all financial risk if work on the proposed project begins before environmental clearance is obtained. You may either use or recreate this form to add tasks and activities and extended timeline. **YOU MUST USE THIS FORMAT.**

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